

e-HR Quick Reference Guide

External applicants – on-line recruitment system

Step One

From the **Careers with HSE** webpage, select **Job profiles and vacancies** from the menu by either

▪ **Job profiles and vacancies**

or



Step Two

You will then see two columns.

Clicking on a job title in **Job profiles** will show a description of that role in HSE.

Click on the job title you're interested in under **Current vacancies** to view the job details.

Step Three

Near the bottom of the job details, click on the link to view the full information leaflet.

▶ **Full information leaflet on this vacancy [PDF 95kb]**

When you have finished reading the leaflet, click  to return to the job details page.

Step Four

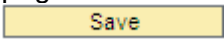
If you would like to apply for the vacancy, make a note of the reference number, e.g. B6 AA HRG, in the **To Apply** guidance at the bottom of the page, and then click on **online recruitment system**.

If you are a new user click the link ▶ **New users** to go through a short registration process.

If you have already registered with us, click the link ▶ **Registered users** to enter your log on details.

Step Five

You will then see your **Personal Pages**.


If you are a new user, enter your details in the Personal Data and Communication Data pages before starting the application process. Click .

Personal Data

Enter your personal data and your contact data here.

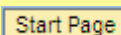

[Personal Data](#)

[Communication Data](#)

You will receive a confirmation message 'Data saved successfully'. Now click  to return to **Personal Pages**.

Top Tips

Once you are in the Personal Data or Communication Data pages **use the navigation buttons within the on-line recruitment system.**

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Step Six

Under **Jobs** click [Apply Directly](#).

If you know the vacancy reference code enter it in the field and click [Start Search](#).

To view all vacancies click [Start Search](#).



Step Seven

You can either click on the job title to view the job details and then click [Apply](#) or you can click the left hand box [B6 AA HRG](#) to highlight the vacancy and then click

[Apply / Display Application](#)



Step Eight

You will see the 1st page of Application Wizard pages. We suggest you read the **Notes** page before starting to complete the other pages. Each tab or page is numbered.

Click on the tab headings, e.g. [2 Work Experience](#) to view the screen and input your information. The pages can be completed in any order.

You can either enter your work experience, education details and professional memberships/security clearance or attach your CV by clicking on the [5 Attachments](#) tab.

Top Tips

If you do enter information in the Application Wizard and save it, it will be used if you apply for other vacancies, so please review and update it at each application.

Remember to complete the Application Form page!



Step Nine

You can exit the **Application Wizard** at any time, and return to it via your Personal Pages [Applications](#) under the Jobs section. HSE/HSL will not be able to view your application until you have completed the **Submit Application** page.

When you are happy with your application, click on the [9 Submit Application](#) tab, and complete the details. Click [Submit](#).

A message will appear 'application submitted successfully' and you will also receive a confirmation by e-mail.

You can also view your application progress or withdraw it via your Personal Pages, by selecting [Applications](#) under the Jobs section.

Once a vacancy is closed you will not be able to view your application details.